Government of Saskatchewan

Annual Report 1986-87

Saskatchewan Library

for the fiscal year ending March 31, 1987

Hon. Lorne H. Hepworth
Minister

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Letters of Transmittal

To His Honour
The Honourable F. W. Johnson
Lieutenant Governor
Province of Saskatchewan

Sir,

I have the honour of submitting the annual report of the Saskatchewan Library for the year 1986-87.

Respectfully submitted,

Lorne H. Hepworth
Minister

The Honourable Lorne H. Hepworth
Minister in charge of Libraries
Regina, Saskatchewan

Sir,

I have the honour of submitting the annual report of the Saskatchewan Library for the year ending March 31, 1987.

Karen Adams
Provincial Librarian

Saskatchewan Library Board

While the agenda of the 14 member board was wide ranging, the matter that dominated most of the time during the year was regulations which came into force January 15.

The process used to arrive at a consensus in formulating the regulations was both comprehensive and thorough. It involved the library boards, the municipal councils, the Saskatchewan Urban Municipalities Association (SUMA), the Saskatchewan Association of Rural Municipalities (SARM), the library community, provincial government officials, and the Saskatchewan Library Board.

Functioning in an advisory capacity to the Minister, the board dealt with many other matters, including:

- services to northern libraries;
- the Local Government Finance Commission's report;
- the proposed province-wide public awareness program; and
- the National Film Board's distribution of films in public libraries.

During the year, members of the board attended both SUMA and SARM annual conferences. With the use of a display and brochures, members had the opportunity of relating to delegates the various aspects of the province-wide library system.

The board expressed its general approval for the recommendations of the Local Government Finance Commission, but agreed to study them in more detail.

Also, the board supported and promoted the adoption and implementation of a province-wide public awareness program, as a cooperative project sponsored by regional and municipal libraries and Saskatchewan Library.

Services to northern residents have been reviewed in order to bring about improvement. The board agreed that an overall plan with input from northerners should be developed.

Members of the board continued to maintain a liaison with the Saskatchewan Library Trustees' Association, Saskatchewan and Canadian Library Associations and other special interest groups.

Members of the board include: Nick Gabruch, Chairperson, Paynton; George Bothwell, Regina; Don Burton, Springwater; Isabelle Butters, Weyburn; George Cook, La Ronge; John Deadlock, Estevan; Bob Dilts, Saskatoon; Peter Foga, Prairie River; Claude Gauthier, Regina; George Hyde, Esterhazy; Val Kononoff, Arelee; Leola Moore, Swift Current; Rolland Pinsonneault, Regina; and Vi Spencer, of Craik.

Saskatchewan Library

Within the framework of The Public Libraries Act, 1984, Saskatchewan Library exists:

- to work towards equitable access to library services and resources for all residents;
- to contribute to the goals and objectives of public libraries;
- to advance library service through the provision of leadership, research, and professional development services;
- to encourage innovation and cooperative planning;
- to promote the understanding and use of library services to all residents in the province;
- to facilitate self-sufficiency within each level of library service, local, regional and provincial;
- to foster cooperation and resource sharing among libraries in the province and the country; and
- to develop, produce and maintain the Gross Domestic Product data for the province and act as a depository for departmental and crown corporation reports and data on Saskatchewan.

Saskatchewan Library is committed to a philosophy in which service is the foremost priority. Its primary clients are the community, municipal, and regional libraries throughout the province.

As a coordinating agency in the library network, Saskatchewan Library maintains an ongoing relationship with many organizations: government, university, special libraries, library trustees, professional associations and other cultural and educational organizations.

Saskatchewan Library comprises four branches: Administrative Services, Professional Services, Technical Services, and the Bureau of Statistics.

Administrative Services

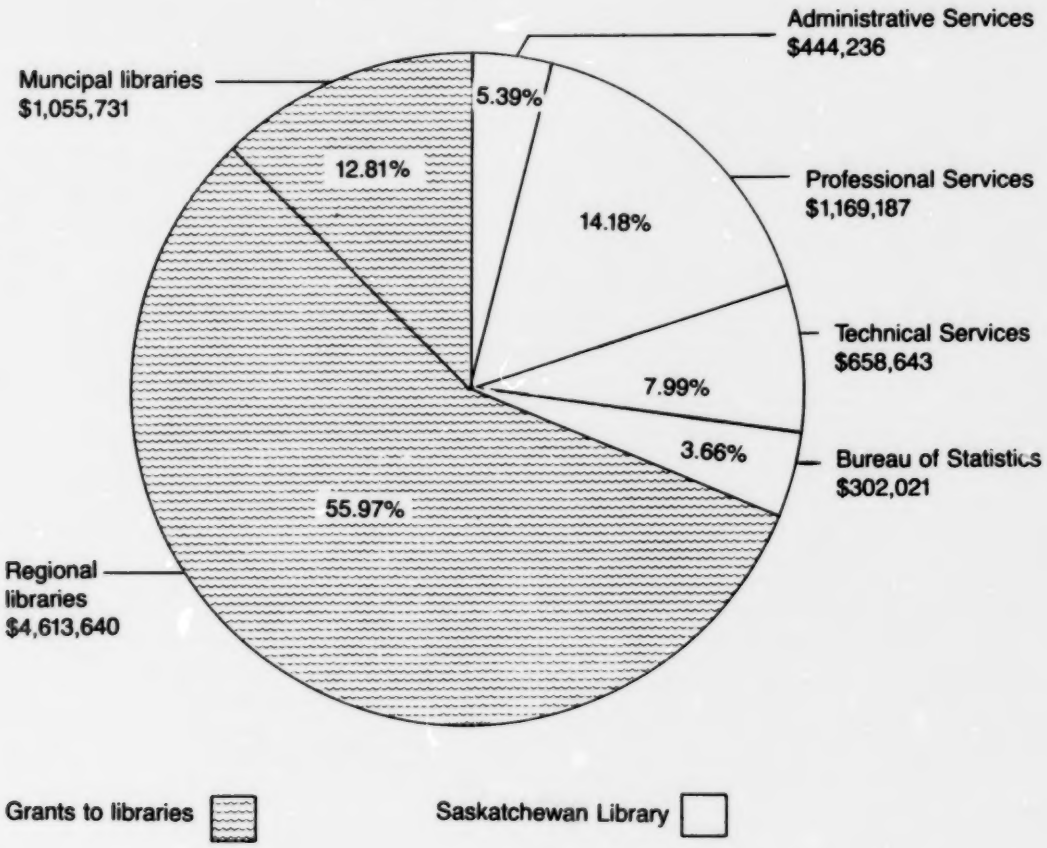
The Branch's Administration Section provides central administrative services for Saskatchewan Library, and administers the library grant formula for regional and municipal libraries.

The Information Section facilitates awareness of the province's unique library system by:

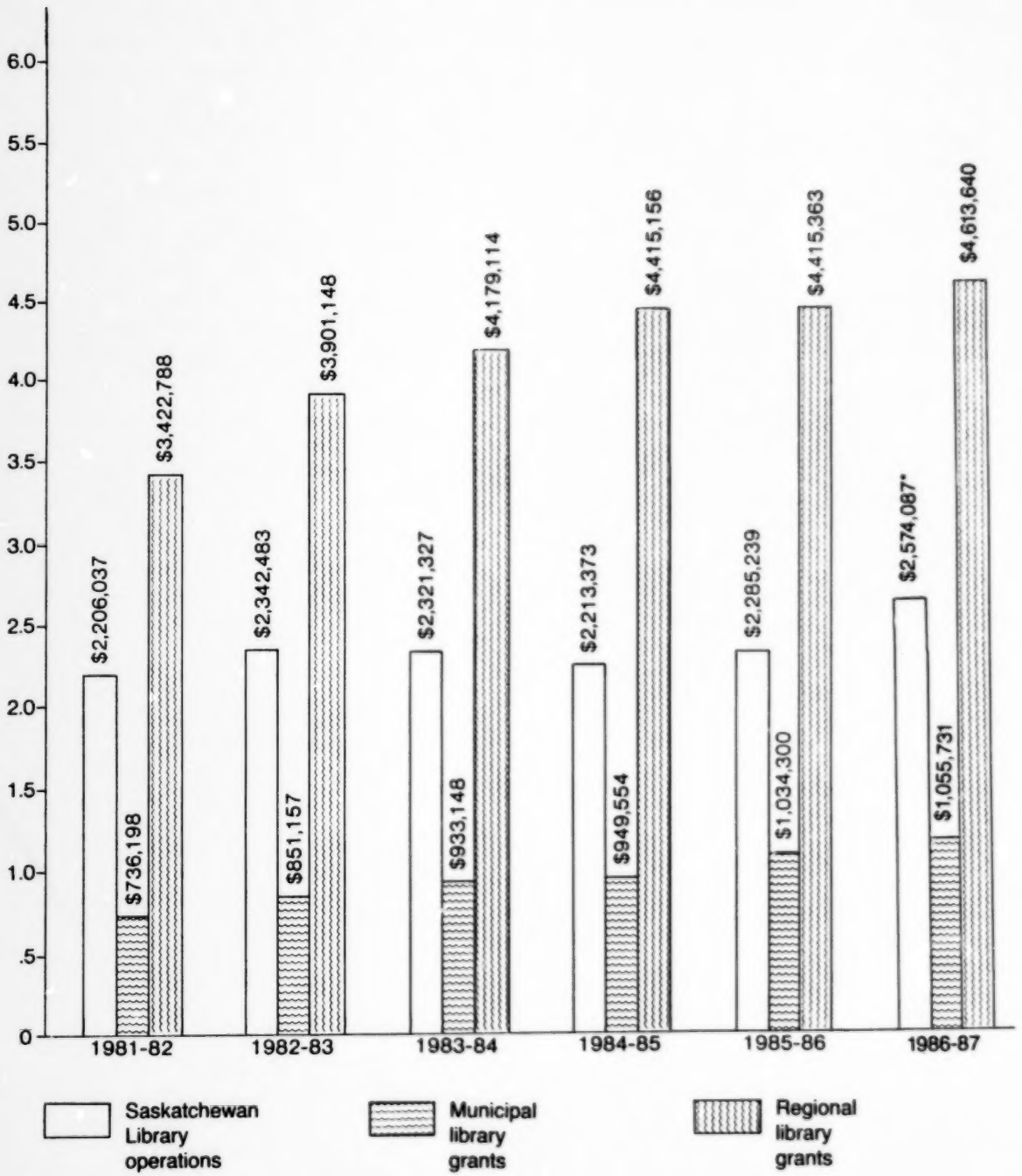
- promoting awareness and understanding of Saskatchewan Library's role, policies, programs and services; and
- promoting awareness of the role and activities of public libraries.

In the year under review, for example, the Information Section developed a province-wide public awareness campaign to promote the value of libraries. Additionally, the section prepared promotional materials for the Children's Summer Reading Program and the National Book Festival. Also, a trustees' handbook, outlining the responsibilities of library trustees, was started in cooperation with the Saskatchewan Library Trustees' Association. The display of the public library system was circulated among the regions for use at various conferences and meetings. Several issues of Focus, the newsletter about public libraries in the province, were published along with a number of other library related documents. The section continues to provide consulting services to members of the public library system.

Saskatchewan library expenditures



Breakdown of expenditures



*Bureau of Statistics ($302,021 included)

Professional Services

Highlights

During the year, the branch made a number of significant strides forward in the provision of services. The main areas of activity included:

- the formulation of goals and objectives in relation to the role and mission statement and The Public Libraries Act, 1984;
- the revision of policies and internal procedures; and
- workshops for the library systems and northern libraries.

The branch also addressed the matter of service at the local, regional and provincial levels by discussing with client libraries the roles and responsibilities of each as it relates to services in the North, interlibrary loans, reference inquiries, large print collections, and services to people with disabilities.

Bibliographic Services

The section acts as a co-ordinating body for all interlibrary loans in the province. It handles author/title requests submitted by regional, municipal, government and special libraries. It identifies the location of books and other library materials, thereby coordinating borrowing for these systems with the province and Canada, and where necessary, outside the country.

The total number of title requests received at the Saskatchewan Library in 1986-87 was 73,775, up 10 percent from 1985-86. Of those requests, 85 percent were filled by Saskatchewan libraries and 15 percent were filled by out-of-province libraries. One of the objectives has been to improve the speed of service by improving the number of requests filled within the province by the use of Envoy 100 and by the increased use of automated databases for identifying the location of requested materials. Saskatchewan Library's services are increasingly utilized by government departments' libraries and directly by government staff who have no departmental libraries.

To further improve the searching and handling of requests, policies and procedures were reviewed and streamlined. The following steps were taken:

- interlibrary loan training workshops were conducted with all nine systems and the north to explain the handling of requests and especially how to prepare requests for locations provincially, nationally and internationally. A total of 71 persons attended the workshops;
- libraries were provided with training in the use of Envoy 100 electronic mail service for communicating interlibrary loans;
- new interlibrary loan forms were prepared which improved handling procedures;
- a montly list of popular and recent titles was initiated to alert Saskatchewan libraries about materials that may be valuable to their collections;
- the master card file of the Union List of Serials has been revised and updated for the purpose of identifying locations of periodicals for interlibrary loan requests;
- a direct interlending proposal was prepared for consideration of the library directors;
- a survey of libraries participating in the Saskatchewan Union Catalogue was conducted to determine how libraries are reporting their holdings for resource sharing, and to ascertain their future plans and intentions for participation in the Union Catalogue and resource sharing.

A specialized collection of library science material which consists of books, audio-visual material (audio and video cassettes), bibliographic and review tools, vertical file material, and professional journals is maintained by the section. This collection supports

the professional development and continuing education needs of public library staff in Saskatchewan. During 1986-87, the section responded to over 800 professional reference requests and over 5,000 title requests for library science material from Saskatchewan libraries.

Work continues on the updating of a supplement to the Saskatchewan Bibliography, the Saskatchewan Union List of Serials, the Directory of Saskatchewan Libraries 6th edition, and the Directory of Interlibrary Loan Policies of Saskatchewan Libraries.

Interlibrary Loans

	1985-86	1986-87
Total title requests received	67,119	73,775
Total requests from public libraries	57,325	62,339
Title requests from government and special libraries	8,487	9,907
Title requests from other than Saskatchewan libraries	1,307	1,529
Title requests filled by Saskatchewan Library	19,448	19,729
Title requests filled in the province	57,555	62,817
Title requests filled out-of-provnce	15,486	10,958
Professional Collection circulation	3,170	5,832

Northern Library Services

The section's main objective during the year was to move resources as close to the user as possible, the local library. This resulted in the permanent transfer of 6,000 titles from the block collection in Regina to libraries in the north. This has contributed to ready access to more library materials. In addition, over 1,000 new hardcover books and 2,000 paperbacks were purchased for northern libraries, and 3,000 paperback books were distributed to northern book deposits.

More efficient procedures were adopted by the section, allowing it to provide services parallel to a regional library headquarters.

Library services were expanded in the north with the initiation of a video tape collection at Saskatchewan Library. The introduction of the National Film Board's most popular videos were added to the collection. Northerners are among the highest users of 16 mm film from the Regina and Saskatoon public libraries, a service available through the Northern Library Services Section.

For the first time, northern libraries consulted the section in the preparation of their annual public library budgets. It is anticipated that this budget planning will become part of an on-going process of evaluation and improvement of public library services in the north.

The staff of the Northern Services Section conducted two workshops for northern library staff on the development of policies, procedures and programs.

The Northern and Special Services Sections sponsored a tour of three libraries and one training workshop by Rita Cox, a storyteller from Toronto, as well as a Christmas tour to five northern communities by a Regina performer, Noele Hall. A five-day young writer's conference in Pelican Narrows featured Peter Deranger.

Considerable emphasis was put on meeting with board members, community groups, working with librarians, training staff and board members, and meeting with government departments and agencies throughout the north in order to establish a closer liaison and coordination of services among those individuals and groups involved in the provision of library services to the north.

During the year, the library at Montreal Lake became an official community library, making it eligible for funding under the Public Libraries Regulations.

Northern Library Services statistics

	1985-86	1986-87
Total books circulated	12,232	10,757
Books added to northern collection	1,560	1,471
Books added to municipal libraries and book deposits		
— blocks	2,210	510
— permanent	1,137	1,387
— paperbacks	6,366	2,880
— transferred from blocks to permanent	—	5,835
Total	9,713	10,612

Reference and Research Services

This section is responsible for responding to requests for information, the management of non-fiction resource collections, and the delivery of materials from Saskatchewan Library collections. Workshops are conducted for client libraries on matters related to reference services.

The training component was especially active. Workshops on interlibrary loans and reference services, attended by a total of 71 persons in the nine public library systems and the north were conducted jointly by the Bibliographic Services and Reference and Research Services Sections. A Checklist of Basic Reference Sources was presented to enable client libraries to analyze, evaluate and expand their reference collections. Handling inquiries ranging from the basic to the more advanced was discussed and client libraries requested that training workshops be held for regional reference centre staff.

The section also responded to other training and demonstration requests — from Saskatoon Public Library for the extent and coverage of on-line databases and their uses for reference work, from Saskatchewan Power Corporation for an introduction and training on on-line document ordering, and from Saskatchewan Environment for the features of database searching. The annual reference staff meeting between the three resource libraries (Saskatoon Public Library, Regina Public Library, Saskatchewan Library) was convened by Saskatchewan Library reference staff. Information on reference tools was shared; subject request formatting was discussed to eliminate duplication of searching; and consensus was reached on the critical need to improve access to Saskatchewan information publications by indexing.

Policies and procedures were reviewed. A change to the lost book policy was proposed in which library systems would have the option of supplying a replacement copy, or paying for the lost title. Work on a reference procedures manual was commenced, while the Circulation Unit continued revisions to their manual. The collection was evaluated for strengths and weaknesses in preparation for improving the collection policy.

In addition to handling over 13,000 specific information requests and circulating over 166,000 items, the section compiled reading lists and annotated checklists in response to clients. Also, over a dozen information kits were provided to northern and regional libraries to supplement their pamphlet files on current events topics such as acid rain, AIDS, anorexia nervosa, space shuttle, and teen suicides.

Trends continue toward the increasing complexity and specialization of information requests. Basic and intermediate level requests have decreased; advanced level requests have increased by five percent over 1985-86. Saskatchewan Library's collection filled more title requests from libraries than ever before.

Statistics

Reference	1985-86	1986-87
Total reference questions	16,017	13,301
— Ratio of levels A:I:B by percentage*	42:51:7	47:50:3
Total computer searches	980	886
— public libraries	530	462
— Saskatchewan Government	288	266
— others	162	158
Title requests filled from the Saskatchewan Library collection	17,737	19,729
Library materials total circulation	182,583	166,270
Overdue notices sent		18,813
Renewals		15,453
Reserves		2,843

* Levels of Handling

Advanced: complex information requests requiring the use of specialized search tools and sources such as on-line databases.

Intermediate: requests for resource materials involving selection from in-house collections and requiring the use of general search aids.

Basic: requests for basic library materials and information identifiable by using union and local catalogues.

Special Services

The Special Services Section works towards equitable access to library programs, resources and services for special needs patrons. Equitable access means access to all services generally available to the public as well as to appropriate special services. Target groups include people with disabilities, older adults, Francophones, ethnocultural groups, and children.

A Task Force on Library Services for People with Disabilities was established to determine what library services are needed and at what level they should be provided, and to prepare an action plan and policies for long-term development. The task force expects to complete its work in early 1988.

Saskatchewan Library continues to provide special format materials such as large print and talking books. Approximately 270 talking books were added to the collection. There are 133 patrons registered for the talking book service.

The Canadian National Institute for the Blind has taken over responsibility for maintaining a collection of reading aids, such as magnifiers and special lenses, and for providing workshops on vision services. A workshop on this topic was provided for branch libraries in the Parkland Regional Library.

French and multicultural services are provided centrally by Saskatchewan Library. Approximately 2,000 titles were added to the collection including French, Chinese, German, Hungarian, Polish, Russian, Spanish, Ukrainian, and Vietnamese. A further 1,600 books were borrowed from the National Library's Multilingual Biblioservice in eight other languages, including Romanian for the first time. Books are available in 26 languages.

A highlight for French services this year was the National Book Festival tour by French-Canadian children's author, Ginette Anfousse, co-sponsored by the Canada Council.

Internationally acclaimed storyteller, Rita Cox provided workshops on storytelling for students, story hour volunteers and branch librarians of the Chinook Regional Library in Swift Current, the Wheatland Regional Library in Saskatoon, and Northern Library Services in La Ronge. Rita also did storytelling sessions for children in Montreal Lake, La Ronge and Kitsaki Reserve, co-sponsored by the Canada Council.

Staff participated in Saskatchewan Education's Learning Resource Centres Advisory Committee to provide input to the policy regarding school and public library co-operation.

Saskatchewan Library, Coteau Books and the Saskatchewan Library Association jointly sponsored the Prairie Jungle Touring Show, one component of the Summer Reading Program, which occurs every year in branch libraries throughout Saskatchewan. The program is to encourage children to read and to use the library during the summer. The show, featuring Suzanne Morley, Marianne Lorenzino and Angus Ferguson, was a highly entertaining, action-oriented dramatization of stories, songs and poems by prairie authors. Saskatchewan Library provided other components for the program including programs ideas and promotional material.

Planning for the 1987 Summer Reading Program was begun. The Saskatchewan Library Association will again be a joint sponsor.

Special Services Statistics

	Number of Locations	Approximate Attendance
Workshops		
— CNIB reading aids	1	20
— Storytelling	3	170
— Summer reading	1	50
Total	5	240
Programs		
— French Canadian Author	8	600
— Storyteller, Rita Cox	3	170
— Prairie jungle tour	84	5,000
— Christmas crackers tour	5	1,200
— Children's illustrator	2	130
Total	102	7,100

Special Collections Statistics

	1986-87 Circulation	Collection Size	Collection Use Ratio
Multicultural	37,013	66,600	.5:1
Large print	38,557	5,200	7:1
Talking books	4,362	3,200	1:1

Technical Services

Cataloguing services to Saskatchewan public libraries and providing access to library holdings in the province continued to be the main functions of the branch.

During the year, cataloguing services were extended to six northern libraries: Beauval, Buffalo Narrows, Ile a la Crosse, La Loche, La Ronge, Montreal Lake and Pelican Narrows. A card union catalogue that provides centralized access to northern library collections was begun, and 6,363 requests for cataloguing were filled. Catalogue card production software that will make the northern services more cost-effective has been purchased. The software generates completed catalogue cardsets, and has the facility to produce bibliographies from the cataloguing records input.

In 1986-87, centralized cataloguing services also handled 41,666 cataloguing requests from regional libraries and Saskatchewan Library. Records were entered into the UTLAS database, with Regina and Saskatoon public libraries receiving cataloguing support through the underwriting of their bibliographic utility subscriptions. Cataloguing input by Saskatoon, Regina, Saskatchewan Library and the regional library system, constitutes the Saskatchewan Union Catalogue in machine-readable form. This catalogue now gives access to 440,000 public library titles.

The card Saskatchewan Union Catalogue, another vital link in the province-wide network, is maintained to provide access to Saskatchewan government and special library holdings. This year 10,560 titles were added.

The branch is responsible for the purchase and processing of all Saskatchewan Library materials. Also, the branch is now responsible for the Delegated Purchase Authority function, allowing government departments to take advantage of the expertise and resources available at the Saskatchewan Library to order their books. During the year, 606 books were ordered for government departments.

Cataloguing

	1985-86	1986-87
Requests for cataloguing	41,545	41,666
Saskatchewan Library		
New titles catalogued	8,081	6,653
Total books and audio visual added to collection	8,666	7,709
Regional libraries		
New titles	13,853	13,095
Titles re-accessed for location additions	12,733	14,015
Saskatoon Public Library *		
New titles catalogued	8,302	7,232
Regina Public Library *		
New titles catalogued	12,760	13,926
Northern Libraries		
New titles catalogued	5,887	6,363

* Cataloguing input locally using the Cataloguing Support System. Statistics on titles re-accessed for location additions not available.

Automated cataloguing costs

Library	Titles	Processing and communications	Cost per title	Product cost	Total cost
Saskatchewan Library **	6,653	$31,446	$4.73	$14,962	$46,408
Regional libraries	13,095	55,189	4.21	23,504	78,693
Saskatoon Public Library *	7,232	48,383	6.69		48,383
Regina Public Library *	13,926	58,424	4.20		58,424
					$231,908
Total amount paid by Saskatchewan Library					$231,908

* Municipal libraries input titles locally and pay for products directly.

** Saskatchewan Library cost includes interlibrary loan location searching.

Bureau of Statistics

The Bureau of Statistics maintained the Gross Domestic Product data series for the Province of Saskatchewan. This series provides a framework that integrates a wide variety of economic indicators and gives a consistent picture of the economy over a period of time. It serves as a basis for analysis of income, investment, personal and government expenditures, and the effects of the level of imports and exports on the provincial economy.

The Bureau of Statistics services individual information requests and provides publications containing basic statistical data. During the year it responded to 1,500 individual requests for information. Publications distributed to a wide range of users included the Saskatchewan Monthly Statistical Review; the Saskatchewan Economic Statistics and the Saskatchewan Economic Review.

As an aid to understanding the census of Canada, the Bureau produced maps and special tabulations as required.

The Bureau's library contains a complete historical set of Statistics Canada publications including all current releases. In addition, the bureau is a depository for departmental and crown corporation reports and carries unpublished data on Saskatchewan from the Canada Census. This library is available to, and used by, other government departments, agencies and the public, in connection with Bureau staff.

Public Library System

Chinook Library System — 37 branches
1240 Chaplin Street West — 1 bookmobile
Swift Current, S9H 0G8

There are 98 participating municipalities in the region including one city, 13 towns, 41 villages, 42 rural municipalities, and one Indian band.

Lakeland Library Region — 41 branches
Box 813 — 1 bookmobile
North Battleford, S9A 2Z3 — 2 book deposits

There are 80 participating municipalities in the region including two cities, ten towns, 28 villages, 29 rural municipalities, ten Indian bands, and one hospital.

Palliser Regional Library — 22 branches
Box 2500 — 6 book deposits
Moose Jaw, S6H 6Y2

There are 73 participating municipalities in the region including one city, nine towns, 33 villages, 27 rural municipalities, two colleges, and a Canadian Forces Base.

Parkland Regional Library — 53 branches
95A Broadway Street West — 2 bookmobiles
Yorkton, S3N 0L9 — 10 book deposits

There are 147 participating municipalities in the region including two cities, 25 towns, 63 villages, 46 rural municipalities, and ten Indian bands.

Southeast Regional Library — 54 branches
Box 550 — 2 bookmobiles
Weyburn, S4H 2K7 — 6 book deposits

There are 140 participating municipalities in the region including two cities, 31 towns, 45 villages, 53 rural municipalities, seven Indian bands, and two schools.

Wapiti Regional Library — 52 branches
145 - 12th Street East — 1 book deposit
Prince Albert, S6V 1B7

There are 88 participating municipalities in the region including two cities, 19 towns, 35 villages, 32 rural municipalities, three Indian bands, a park, a correctional centre, and a penitentiary.

Wheatland Regional Library — 37 branches
806 Duchess Street — 3 bookmobiles
Saskatoon, S7K 0R3 — 15 book deposits

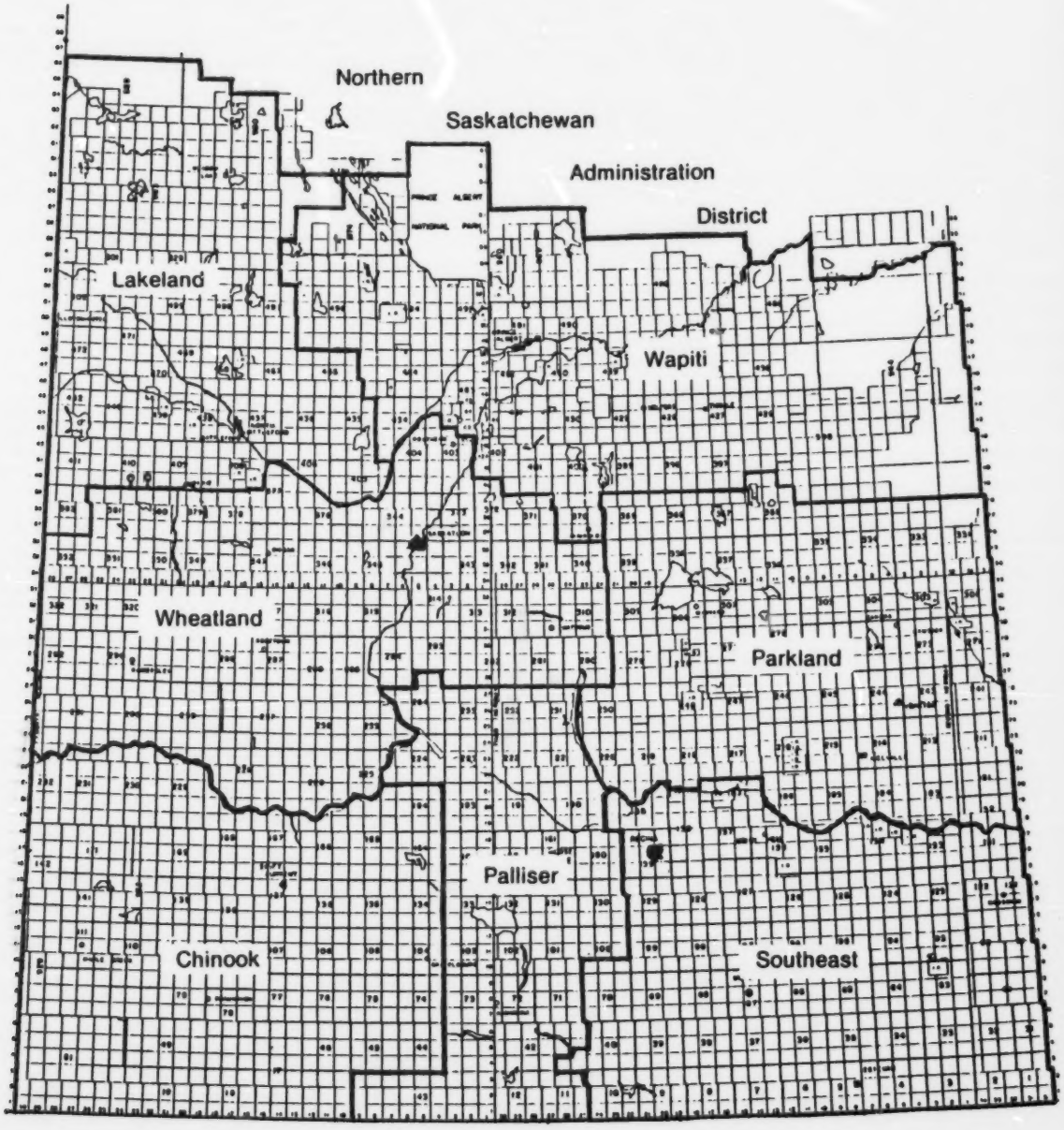
There are 139 participating municipalities in the region including 31 towns, 55 villages, 52 rural municipalities, and one Indian band.

Regina Public Library — 8 branches
2311 - 12th Avenue — 2 booktrailers
Regina, S4P 3Z5 — 27 book deposits

Saskatoon Public Library — 6 branches
311 - 23rd Street East — 3 booktrailers
Saskatoon, S7K 0J6 — 46 book deposits

As at March 31, 1987.

Saskatchewan
Regional Library Boundaries



Note: The towns of Unity, Adanac and Wilkie in the Lakeland Region are served by the Wheatland Regional Library.